

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
 BOARD OF EDUCATION  
**Annual Organizational Meeting**  
 Minutes  
**July 1, 2016 – 7:00 a.m.**  
 General Brown Room - Jr.-Sr. High School

**ORGANIZATIONAL MEETING**

The meeting was called to order at 7:00 a.m. by Superintendent Morrison, followed by the Pledge of Allegiance

**Members Present:** Jeffrey West; Daniel Dupee II; Sandra Young Klindt; Brien Spooner; Jamie Lee; Cathy Pitkin; and Michael Ward

**Others Present:** Cammy J. Morrison, Superintendent of Schools; Lisa K. Smith, Executive Director of Administrative Services; Gary Grimm, Transportation Supervisor/Operations Manager; Kathaleen Beattie, Director of Student Services; Babette Valentine, Curriculum Coordinator; Tina Heckman, High School Principal; Joseph O'Donnell, District Administrator of Discipline and Athletics; Hope Ann LoPresti, Brownville Glen Park Principal; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk

1. **The Oath of Faithful Performance in Office** was administered to the following:
  - Brien Spooner and Sandra Young Klindt - Board of Education members re-elected to serve from 7/1/16 - 6/30/19
  - Cammy J. Morrison - Superintendent of Schools
  - Debra L. Bennett - District Clerk
  
2. **Election of Board of Education Officers for the 2016-2017 school year:**
  - The District Clerk called for nominations for the Offices of President and Vice President of the Board of Education
    - 1) A nomination was requested for the **Office of President** of the Board of Education. A motion was made by Sandra Klindt, nominating Jeffrey West. There were no other nominations for President; therefore the motion was seconded by Jamie Lee. The motion was approved 6-0 with Mr. West abstaining
  
    - 2) A nomination was requested for the **Office of Vice President** of the Board of Education, with authority to sign documents in the absence of the President. A motion was made by Jeffrey West, nominating Daniel Dupee II for Vice President. There were no other nominations for Vice President; therefore the motion was seconded by Sandra Klindt. The motion was approved 6-0 with Mr. Dupee abstaining.
  
3. **The Oath of Faithful Performance in Office** was administered by the District Clerk to the elected President and Vice President of the Board of Education.

President West presided over the remainder of the meeting.

4. **Appointment of Officers as listed:**  
 Motion for approval by Brien Spooner, seconded by Daniel Dupee, with motion approved 7-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Treasurer Deputy Treasurer	Lisa Smith Rebecca Flath	Per agreement None	Lisa Smith Rebecca Flath
B.	District Clerk	Debra Bennett	Per agreement	Debra Bennett
C.	Internal Claims Auditor	Alvin Hasner	Per agreement	Alvin Hasner
D.	Tax Collector	Donna Keefer	Per agreement	Donna Keefer
E.	Attendance Officers	T. Gunn / L. Gracey / D. Higgins	None	T. Gunn / L. Gracey / D. Higgins

5. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to the above officers within 30 days of their appointment.
  
6. **Other Appointments as listed:**  
 Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 7-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Medical Director	Occupational Medicine		Occupational Medicine
B.	School Attorney.....	JLBOCES Ofc of Inter-Municipal Legal Svcs.	Per agreement	JLBOCES Ofc of Inter-Municipal Legal Svcs.
	Bond Attorney.....	Bond, Schoeneck, King	Per agreement	Bond, Schoeneck & King

Organizational Meeting – July 1, 2016

	Special Counsel..... Title IX Hearing Officer...	Ferrara Law Firm O'Hara & Ciotoli	Per agreement Per agreement	Ferrara Law Firm O'Hara & Ciotoli
C.	Extra-Classroom Activity Fund Central Treasurer... Chief Faculty Counselor.. Faculty Auditor.....	Shellie Miner Joseph O'Donnell .....	None None None	Shellie Miner Joseph O'Donnell Tina Lane
D.	Independent Auditor.....	Bowers & Co CPA PLLC	Per agreement	Bowers & Co. CPA PLLC
E.	Internal Auditor.....	Crowley & Halloran	Per agreement	Crowley & Halloran, CPAs
F.	Fiscal Advisor.....	Fiscal Advisors & Marketing, Inc.	Per agreement	Fiscal Advisors & Marketing, Inc.
G.	Chairman District meetings & elections..... BOE meetings.....	Lisa Smith President, BOE	None None	Lisa Smith President, BOE
H.	Records Access and Retention	Lisa Smith Debra Bennett	None None	Lisa Smith Debra Bennett
I.	Capital Assets Preservation Officer	Lisa Smith	None	Lisa Smith
J.	Asbestos Designee	Gary Grimm	None	Gary Grimm
K.	Purchasing Agent	Cammy Morrison	None	Cammy J. Morrison

**7. Authorizations as listed:**

Motion for approval by Brien Spooner, seconded by Jamie Lee, with motion approved 7-0.

A.	Payroll Certification Conferences Workshops Conventions Budget Transfers Adult Education Director District Director of Physical Education District Property Control Officer	Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison
B.	Title IX Coordinator	David Ramie
	District Sexual Hararassment Officers	D. Ramie / L. Smith
	District Complaint Officer	David Ramie
	Dignity Act Building Coordinators: ▪ Brownville-Glen Park Elementary ▪ Dexter Elementary ▪ Jr.-Sr. High School	Hope Ann LoPresti David Ramie Tina Lane
	District Technology Coordinator	Tina Lane
	Odyssey of the Mind Coordinator(s)	D. Ramie / H. LoPresti
	District Pre-K Coordinator(s)	D. Ramie / H. LoPresti
	District Arts in Education Coordinator	Hope Ann LoPresti
	Drug and Alcohol Coordinator	Joseph O'Donnell
	District PDP Coordinator	Babette Valentine
	District Professional Development Committee Coordinator	Babette Valentine
	District Biennial Review Coordinator	David Ramie
	Standardized Testing Coordinator	Tina Lane
	Staff Development Coordinator	Babette Valentine
	Instructional Material Replacement	Babette Valentine
	Reading Coordinator(s)	D. Ramie / H. LoPresti
	Mentor Program Coordinator	Babette Valentine
	Chairperson Committee on Special Education	Kathaleen Beattie
	Section 504 Coordinator	Kathaleen Beattie
	Section 504 District Coordinator	Lisa Smith
	Preschool Education	Lisa Smith
	School Security/Safety Officer	Gary Grimm
	Coordinator Compensatory Programs	Lisa Smith
	Migrant Education	Lisa Smith
	Designated Educational Official (DEO)	Lisa Smith
	AIS Coordinator	Babette Valentine
	Character Education	Hope Ann LoPresti
	District Health Coordinator	Tina Lane
C.	Athletic Director	Joseph O'Donnell

Organizational Meeting – July 1, 2016

D.	<p>Petty Cash Funds:</p> <ul style="list-style-type: none"> <li>▪ Ms. Lane (Jr.-Sr. High School)</li> <li>▪ Mrs. LoPresti (Brownville Glen Park Elementary)</li> <li>▪ Mr. Ramie (Dexter Elementary)</li> <li>▪ Mrs. Morrison (District Office)</li> <li>▪ Mr. Flath (Bus Garage)</li> <li>▪ Mr. Grimm (Buildings &amp; Grounds)</li> </ul>	<p>\$100 \$100 \$100 \$100 \$ 50 \$ 50</p>
E.	Designation of signature on checks	Lisa Smith
F.	<p>Tax Collection Dates: Section 924-a of the Real Property Tax Law (RPTL) enacted a "Variable Interest Rate Law". The Commissioner of Taxation and Finance will establish a rate by July 15, 2016. (Usually set at 1% per month or 12% per annum)</p>	To be determined
G.	<p>Committee on Special Education-General Brown Central School District CSE Committee:</p> <ul style="list-style-type: none"> <li>▪ Committee on Special Education Alternative Chairperson</li> <li>▪ Student's Parent/Guardian(s)</li> <li>▪ Regular Edu. Teachers employed by GBCSD/School in which child attends</li> <li>▪ Special Edu. Teachers employed by GBCSD/BOCES/School in which child attends</li> <li>▪ School Psychologist</li> <li>▪ GBCSD Representative/Chairperson</li> <li>▪ School Physician</li> <li>▪ Parent Member(s)</li> <li>▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student</li> </ul>	<p>Katie Ledbury</p> <p>Katie Ledbury Kathaleen Beattie Occupational Medicine TBD if required</p>
H.	<p>General Brown CSD CPSE Committee:</p> <ul style="list-style-type: none"> <li>▪ Student's Parent/Guardian(s)</li> <li>▪ Regular Education Teacher of the child</li> <li>▪ Special Education Teacher of the child</li> <li>▪ GBCSD Representative/Chairperson</li> <li>▪ School Physician</li> <li>▪ Parent member(s)</li> <li>▪ Related Service Personnel: Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/Audiologist/Counselors/Social Worker</li> <li>▪ Municipality Representative (County) Agency Representative</li> </ul>	<p>Kathaleen Beattie Occupational Medicine TBD if required</p>
I.	<p>General Brown CSD CSE Sub-Committee:</p> <ul style="list-style-type: none"> <li>▪ Student's Parent/Guardian(s)</li> <li>▪ Regular Edu. Teachers employed by GBCSD/School in which child attends</li> <li>▪ Special Edu. Teachers employed by GBCSD/BOCES/School in which child attends</li> <li>▪ School Psychologist</li> <li>▪ GBCSD Representative/Chairperson</li> <li>▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student</li> </ul>	<p>Katie Ledbury Kathaleen Beattie</p>
J.	District Health/Safety Committee	G.Grimm / D. Ramie H. LoPresti / J. O'Donnell T. Lane
K.	All scholarships to be approved as written	

**8. Designations as listed:**

Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 7-0.

A.	Official bank depositories for school accounts	Community Bank, NA
B.	Official newspaper for legal notices	Watertown Daily Times
C.	<p>Regular meeting dates</p> <p>Regular meeting time unless otherwise noted</p> <p>Regular meeting place unless otherwise noted</p>	<p>As per schedule</p> <p>5:15 p.m.</p> <p>GB Room of JSHS</p>

**9. Bonding of Personnel as listed:**

Motion for approval by Daniel Dupee, seconded by Jamie Lee, with motion approved 7-0.

A.	<p>Treasurer</p> <p>Deputy Treasurer</p> <p>Tax Collector</p>	<p>\$1.1M</p> <p>\$1.1M</p> <p>\$1.1M</p>
----	---	---

Organizational Meeting – July 1, 2016

Central Treasurer Activity Funds	\$110,000
Internal Claims Auditor	\$200,000

All persons and positions required by law and which are covered under the Faithful Performance Blanket Bond for Central Treasurer Activity Funds and Internal Claims Auditor

**10. Other Items as listed:**

Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 7-0.

A.	Re-adoption of all policies, handbooks, operation manuals and code of ethics in effect during the previous years
B.	Re-adoption of the Strategic Action Plan for the 2016-2017 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day
D.	Approval of the 2016-2017 listing of Substitute Instructional and Non-Instructional personnel as attached
E.	<p><b>BE IT RESOLVED</b> that the General Brown Central School District Board of Education establishes the following as a standard workday for the purpose of determining days worked reportable to the NYS ERS:</p> <ul style="list-style-type: none"> <li>▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 7 hours per day</li> <li>▪ Account Clerks and Typists - 7.5 hours per day</li> <li>▪ Cook, Nurses, Occupational Therapist, Secretaries and Teacher Aides - 7 hours per day</li> <li>▪ Bus Drivers, Cashiers, Food Service Helpers, and Food Service Helper/Laborer - 6 hours per day</li> </ul> <p>This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.</p>
F.	<p><b>BE IT RESOLVED</b> that the General Brown Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2016-2017 school year.</p>
G.	Annual Review of vendors as provided

At this time the Board will proceed with the regular meeting agenda.

Organizational Meeting – July 1, 2016

[Attachment #1]

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING SCHEDULE  
2016-2017  
(Revised 6-6-16)**

(As approved by the Board of Education - February 8, 2016 and revised on June 6, 2016)

Board of Education meetings will be held in the **General Brown Room** of the JSHS unless otherwise stated.

**Meeting Time 5:15 PM** (Unless otherwise stated.)

All executive sessions will be held in the Conference Room of the District Office.

Wednesday - July 1	Annual Organizational Meeting followed by Regular Meeting - Time 7:00 AM
August 8	Regular Meeting
September 12	Regular Meeting
October 3	Regular Meeting
November 7	Regular Meeting
December 5	Regular Meeting
January 9	Regular Meeting
February 6	Regular Meeting
March 13	Regular Meeting
April 10	Regular Meeting
May 8	Regular Meeting followed by Annual Meeting / Budget Hearing at 6:00 p.m.
Tuesday - May 16	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 12	Regular Meeting

[Attachment #2]

**2016-2017 Substitute Listing**

**Instructional:**

**Substitute Teachers 2016-2017**

Raymond Anderson  
Catherine Behling  
Ashley Blanchette  
Thomas Campbell  
Christina Corey  
Marjorie Cuddeback  
Kathy Gardner  
Valerie Halpin  
Wendy Johnson  
Julie Keggins  
Cynthia Lamon  
Heather Little  
Andrea Murray  
Cayla O'Connor  
Stephanie Parker  
Elizabeth Perry  
Anthony Pike  
Maria Schueler  
Megan Scordo  
Trishia Seymour  
Tonya Stean  
Nathan Sturdivant  
Nicole Wetzel  
Maria Wietig

**Non-Instructional:**

**Substitute Teacher Aide 2016-2017**

Dawn Comins  
Lori Elmer  
Kathy Gardner  
Carol Grant  
Colleen Hurley  
Cynthia Lamon  
Heather Little  
Debora Manos  
Stephanie Shorkey

**Substitute Food Service 2016-2017**

Breean Black  
Barbara Cross  
Tina Phelan  
Melissa Schillinger

**Substitute Nurses 2016-2017**

Renee Stano

**Substitute Cleaners 2016-2017**

Francis Parker, Jr.  
Scott Topping

**Substitute Bus Drivers 2016-2017**

Willis McIntosh